**THE PROPOSAL:**  You will be writing an extended formal proposal. The proposal is one of the most common types of documents you may have to write in the real world, so having at least one chance to do a formal proposal will be greatly beneficial.

You will write a proposal for your research project. You may propose an individual or collaborative project, but if you work collaboratively, your paper and all work must be done collaboratively, you must share a grade, and your paper must be longer and more involved. My expectations will be higher. Format your proposal as a memo to me, and limit it to **two pages**, not counting the tentative bibliography, **which must include at least six sources.**

**SECTIONS:** Please use the following sections for your proposal, with headers.

INTRODUCTION: Briefly tell me what your research project is all about. This should be a very short paragraph that works like a summary. I actually recommend writing this after you write the next sections, then come back here and write a summary of the rest.

IDEA STATEMENT: This section should be the most in depth part of your proposal. Here you should go into detail about the idea you want to research, why you are interested in it, and what you hope to find in your research. At this point, you do NOT have to have a thesis. Remember that the idea of research is to LOOK FOR ANSWERS TO QUESTIONS, so this section should discuss your interests and questions you want to answer. It is appropriate here to cite from any sources you may have found that help you define your ideas or that sparked your interest in the topic. Keep in mind that you need to conduct primary research, so your topic has to be relevant to local people you can survey or interview and your topic should fit the parameters of the assignment.

PLAN OF ACTION: This will be a list of what you will be doing and when you plan to have it done. So you need to do primary research and secondary research, find data and create a display and commentary, and have a first draft and draft for the conference. So go to the Unit 3 handout and find all due dates, make a plan of action, and create a list of the deadlines you have.

CONCLUSION: This is sort of a wrap-up, a last minute collection of your thoughts on the project, questions you might have for me, doubts or concerns, and any final possible connections or issues you want to add.

WORKS CITED/REFERENCES: It is important that you make sure there are sources you will be able to use for this project, so you will do preliminary research before you turn in your proposal. This will be a list of at least 6 possible sources you might use in your project. You need at least six to begin with for your proposal. Format these according to the type of citation you will be using in your report.

**NOTE:** No Unit 3 paper will be accepted without an approved proposal. Many initial proposals are rejected; you must rewrite your proposal until it is accepted. When I return your proposal to you, you must work on it and turn it back in within TWO DAYS so we don’t get behind. For every day the proposal is late, your proposal grade will be reduced by 5%. If your proposal is so late that your grade has been reduced to an E, you still must continue to submit until it is approved, even if you lose all points for the proposal. Don’t let this happen to you. Keep an eye on deadlines and be on time!

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| **Proposal Rubric** | U | W | C | S | E |
| Introduction |  |  |  |  |  |
| Idea Statement |  |  |  |  |  |
| Plan of Action |  |  |  |  |  |
| Conclusion |  |  |  |  |  |
| Works Cited/References |  |  |  |  |  |
| Overall Content |  |  |  |  |  |
| Overall Form |  |  |  |  |  |
| Total / 50 | | | | | |
| COMMENTS: | | | | | |